

Section 4 Entity Entry Instructions

Use these guidelines for entering name and address information for California Business e-file returns. In some instances, our guidelines differ from those used by the IRS.

General Instructions

- Do not use punctuation or symbols, unless specifically allowed.
Note: The only symbols allowed in the entity portion of the return are a slash and a hyphen (dash). If a fraction is part of the street address, enter a forward slash (/).

Corp Control Field

- Always use the word “**AND**” for the ampersand (&) symbol
- Never use the word “**THE**” when **PRECEDING** the Corporation or Partnership.
- Never space when a space, punctuation, symbols, or special characters are shown.
- The Corp Control consists of the first FOUR (4) characters of the Corporation Name. For example:

Example: 10 Eleven Inc. **Key:** 10EL

Example: Ten Eleven Inc. **Key:** TENE

Example: The Sunny Hutch, Inc. **Key:** SUNN

Example: Joe The Baker **Key:** JOET

Example: TJ's **Key:** TJS

Example: M & V Enterprises, Inc. **Key:** MAND

Name Fields

- Never include spaces in the following fields:
 - Corp Control
 - Corporation Name

Address Fields

- Use Standard Abbreviations for the suffix of the street name.
- Enter "PMB" followed by the box number in the In Care Of address field if the taxpayer has a Personal Mail Box (PMB). If the In Care Of address field has other information, enter the PMB at the end of the Street Address field. Never truncate PMB information.
- Enter the suite number in the Street address field or the In Care Of address field. Include the identifier (Suite, Ste.).
- When entering supplemental information, such as "Care of" name or business name in the In Care Of address field, omit the words “c/o” and “ATTN:”.
- Use the standard two-digit abbreviation for the state or U.S. possession in the State field (Refer to Section 6).
- Apply standard abbreviations if the address exceeds the allowable length.

Foreign Addresses

- Use specific foreign address rules:
 - For Hong Kong, enter "Hong Kong" in the City field and "China" in the Country field.
 - For Singapore, enter "Singapore" in both the City and Country fields.
 - For Baja California, enter "Mexico" in the Country field.
 - For Canada, see Section 6 for acceptable Canadian province abbreviations. Enter "Canada" in the Country field, followed by the province abbreviation in the Province field.